

Devereux School

ESTABLISHED 1932



Devereux @ Waring Family Handbook

Devereux @ Waring

35 Standley Street • Beverly, MA 01915 • 978-927-8793

information@devereuxschool.org • www.devereuxschool.org

Acknowledgement of Family Handbook

Devereux @ Waring Family Handbook is available to all parents and guardians at any time.

We encourage all parents and guardians to take a look at the handbook and come to us with questions or concerns.

A copy of the Devereux @ Waring Family Handbook is kept in the office at Devereux School in Marblehead, along with additional regulations on Family Involvement and Health Care Policy. If you would like to receive a copy by email, please contact Elizabeth Laub at the Devereux School office and request one.

Acknowledgement:

Student Name: _____

Parent: _____

Date: _____

Contents

Welcome.....	5
Devereux School.....	6
School History.....	6
Mission Statement.....	6
Learning Objectives.....	6
Devereux @ Waring supports the Learning Objectives outlined in Appendix C.	6
Non-Discrimination Statement.....	6
Guiding Values.....	7
School Day	8
Hours	8
Special Events	8
Devereux School Calendar.....	8
School Closure.....	8
Lunch	8
Snacks	9
Attendance.....	9
Items from Home.....	9
Transportation.....	10
Academics	11
Curriculum Overview	11
Integration of Arts.....	11
Bilingual French Program.....	12
Field Trips	12
Assessments and Evaluations.....	12
Homework and Testing	12
Progression.....	13
Outside Resources.....	13
Daily Schedules	13
Community.....	14
Student Responsibility and Respect.....	14
Attire	14
Parental Volunteering Procedures.....	14
Parent Authorization, Consents, Information	14
Access to Student Information.....	15
Family Involvement	15
Parent Communication.....	15
Parent Input	16
Parent visits	16
Parent Conferences	16
Notification to Parents	16
Admissions.....	17
Enrollment.....	17

Registration Fee, Tuition, and Financial Aid	17
Transitions	17
Student Conduct Policies	18
Behavior Guidance.....	18
Children who display unacceptable conduct.....	18
Behavioral Intervention (to avoid suspension and termination).....	19
Bullying and Harassment	19
Grievance Procedures.....	19
Health and Safety	20
School Forms and Health Care Records	20
Illness and Injuries	20
Medications.....	20
Child Abuse and CORI Checks	20
Crisis Plans	21
Fire Drills.....	21
Emergency Evacuation Plan.....	21
Lockdown	21
Appendix A	22
Administration and Staff for Devereux @ Waring – 2019-2020.....	22
Background Record Check Policy	22
Appendix B	23
.....	23
Appendix C	24
.....	24
Appendix D	25
Tuition Schedule and Payment Plans.....	25

Welcome

Dear Parents and Students,

Welcome to our community at Devereux @ Waring.

We are delighted you have chosen Devereux as the place for your child to grow and develop. We welcome you warmly into our family of students, parents, faculty, and staff.

We have prepared the following handbook to guide you as you join our community. It provides you with valuable information, whether you are new to our school or a returning family.

At Devereux, we are all committed to a common goal – helping to kindle the inborn curiosity within your child in a stimulating, caring environment.

We look forward to working with you and your family in the year to come.

Sincerely,

Todd C. Zion
Owner and Manager

Paul Baker
Associate Head of School

Elizabeth Laub
Administrative Director

“Education is not the filling of a pail, but a light of a fire.” ~William Butler Yeats

Devereux School

School History

Established in 1932, Devereux School has a rich history as one of the North Shore's oldest academic institutions. This Montessori school has provided a solid educational and ethical foundation for over three generations of students from nursery through fifth grade.

The nursery through third grade school is located on the campus in the heart of Marblehead. The 4th and 5th Grade Program, Devereux @ Waring, was founded in 2016 on the campus of the Waring School in Beverly to create an educational experience that blends Devereux's values with Waring's vast resources.

Devereux School places great emphasis on tradition and a return to a simpler time. The environment provided is that of a safe, secure, and family oriented setting where every child is encouraged to develop respect for self, others, and the earth.

Mission Statement

Devereux @ Waring's mission is to provide an educational environment that recognizes and accommodates the individual differences of all students, and encourages each child to develop to his or her maximum potential – physically, emotionally, socially, and intellectually. We are committed to preparing children for their future roles as members of our society, both locally and globally.

Learning Objectives

Devereux @ Waring supports the Learning Objectives outlined in Appendix C.

Non-Discrimination Statement

Devereux @ Waring does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, disability or sexual orientation.

Guiding Values

Our mission is to provide an environment that fosters curiosity, collaboration, independent thought, and self-directed learning.

Every child will be encouraged to develop respect for self, others and the environment, and to understand and respect social and cultural diversity.

The faculty and staff of Devereux @ Waring share a set of values that make the school a unique and productive educational environment.

- ~ We respect and prize the individuality of each student.
- ~ We acknowledge that students have particular gifts and specific strengths in their approaches to learning.
- ~ Through a focus on manners, public speaking, and recitation, children develop self-confidence and poise.
- ~ Teachers watch for this growing confidence in all aspects of a student's life at the school and support that growth by encouraging each student to do his or her best.

We believe that education takes place through real-life experiences, both individual and shared, and a complete education therefore requires attention to developing the whole person — mind and body.

The environment we provide will be a safe, secure, and family orientated setting which will stimulate and encourage imagination and curiosity. We encourage students to pursue their individual interests and passions.

We offer learning experiences which are relevant, purposeful and developmentally appropriate, preparing students to be literate, creative, and critical thinkers who have the desire and skills necessary to be lifelong learners.

We are committed to maintaining excellence in the school curriculum, faculty and administration, and to making a high quality education available to students from all walks of life.

We learn together and grow together as we seek to understand the world around us.

See Appendix A for a list of Devereux @ Waring Administration and Staff.

“Education is a natural process carried out by the human individual, and is acquired not by listening to words, but by experiences in the environment.” – Maria Montessori

School Day

Hours

All students should arrive 10-15 minutes before their program begins so that they are settled in the classroom for the start of the day. We ask parents to be on time for pick up at the end of the day.

Our begins at 8:00 AM. Dismissal is at 4:00 PM. All students have the option of staying until 5:00 PM in our Extended Day Program which costs \$12 per late afternoon pick-up.

The afternoon program is designed to include outdoor games, arts and crafts, indoor games and quiet time. The main goal is to have a relaxed and enjoyable time in a safe and nurturing environment.

Special Events

As part of our program, there are several special events that take place during the year. Students are expected to participate, and families are invited to attend.

Devereux School Calendar

The annual school calendar for Devereux @ Waring is in Appendix B. It lists all the important dates of the academic year.

School Closure

In the event of school closure at the Waring School, Devereux @ Waring will also close. Parents and guardians will be notified by a phone call and/or email by 6:30 AM the day of closure.

Lunch

Students need to bring their lunches, including a beverage, to school. Staff can heat food in our microwaves.

We encourage healthy lunches, and appreciate the simplicity of food from nature. We promote sensible eating habits for the children, and prefer parents do not pack "Lunchables," "Gogurts," or similarly over-processed or dyed foods. Studies have long shown that eating habits are established when we are very young and can factor positively or negatively in how a child performs in school or in play.

We are making a concerted effort to reduce the amount of waste generated a lunchtime; therefore, we also ask that children use "green" or reusable containers, including a thermos for beverages as opposed to "juice boxes" or "Capri Suns" which we are unable to recycle.

"The environment must be rich in motives which lend interest to activity and invite the child to conduct his own experiences." Maria Montessori

Snacks

We provide mid-morning and afternoon snacks. Our school is NOT nut free; the snacks may include one or more of the following nutritious items: Fresh fruits and veggies, pretzels, cheese, crackers, nuts, peanut butter, water and juice.

At Devereux @ Waring, we also love to cook and bake, and do so often.

Birthday celebrations are welcomed, and children can bring in a special snack to share with their classmates. Suggested treats could include mini-muffins, fresh fruit, and all fruit popsicles.

Attendance

Our learning community depends upon the contributions and voices of every student. Students are expected to attend and to be punctual to all classes, meetings, lessons, and other obligations. We ask parents and guardians to make every effort to ensure that their children are on time; chronic lateness is disruptive both to a child's learning and to the smooth running of our classes. Absences and tardies are recorded.

Please try to schedule appointments after school, and try to minimize absences from class. For appointments that cannot be scheduled after school hours, please notify the school at least one day in advance. We understand that, occasionally, a student may be absent from school because of a special family event or celebration of a religious holiday.

Children who are too ill to participate in a full day of school activities should stay home until well. To protect the health of others, a child with a fever (temperature of over 100) and/or contagious diseases should be kept home until well.

If a student must leave school for medical or other reasons, the classroom teacher must be informed by a parent or guardian, and the classroom teacher must be informed when a student is being picked up early.

Please report any absence – foreseen or last minute to Kasey Sampson at kasey@devereuxschool.org, along with the reason for the absence.

In accordance with Massachusetts school attendance laws, a student may be excused for up to seven days in any period of six months; and parents or guardians are legally responsible for ensuring that their child attends school daily.

Repeated tardiness or absences will require a meeting with the classroom teacher and the Associate Head of School. Devereux @ Waring reserves the right to ask a family to leave the school if their child has seven or more absences in a six month period.

Items from Home

We ask that parents use discretion in allowing children to bring personal belongings to school. Although we take every precaution to protect students' personal property, we cannot be responsible for theft or loss when these items are brought to school.

Transportation

Transportation to and from Devereux @ Waring in Beverly is the sole responsibility of the students' parent(s) or guardian(s).

Devereux @ Waring and the Waring School provide a bus service from Devereux School in Marblehead to the Waring School in Beverly. Parents who want their child to take the bus need to contact Elizabeth Laub to sign up.

In the morning, the bus leaves Devereux School in Marblehead at 7:00 AM, stops at the O'Keefe Sports Complex in Salem, and arrives at the Waring School by 7:50 AM. In the afternoon, the bus leaves the Waring School at 5:10 PM (4:10 PM on Thursdays), stops in Salem, and arrives at Devereux School in Marblehead at approximately 5:50 PM. It is the parents' responsibility to arrange transportation to and from Devereux School in a timely manner for the bus pick up and drop off.

Drop Off and Pick Up Procedure at Devereux @ Waring in Beverly

Vehicles transporting students to Devereux @ Waring School can park around the circle via Branch Lane. However, do not park or block the Fire Lane.

Students can be dropped off as early as 7:50 AM. Parents may walk their child into class, but it is not required. At the end of the day, the person picking up any child may enter the classroom, if they so choose. However, students are able to leave the classroom once they see the person picking them up and notify a teacher they are leaving.

Parents may pick up their child as early as 3:45PM. If an earlier pick up time is to occur, a parent is required to notify the teacher beforehand via an email, text, or phone call with the time to be dismissed. If a student is picked up after 4:15 PM the parent(s) will be charged for the 4:00-5:00 PM afterschool care.

If students are being picked up by someone other than their parents, an email, text, or phone notification from a parent is required to provide permission to dismiss the child with the adult picking them up.

"The greatest sign of success for a teacher...is to be able to say 'The children are now working as if I do not exist!'"

Academics

Curriculum Overview

Our students enjoy the vast resources at Waring, including use of Waring's art spaces, theater, library, maker space, gymnasium, computer labs, and greenhouse, as well as the many trails and fields that comprise the campus.

The Devereux @ Waring theme-based, interdisciplinary curriculum encourages students to recognize how studies are interconnected with one another and provides students with a framework that inspires them to pursue their individual interests and passions.

The curriculum includes daily humanities, math, and French lessons, in addition to weekly science instruction, French immersion art, physical education, Maker Space, yoga, meditation, trail walks and biweekly instruction in chorus and theater. The schedule allows for an hour of lunch and recess and at least 30 minutes of free choice at the end of each day.

In addition to receiving daily French instruction, the students experience art in total French immersion. The French curriculum is designed to be accessible to both the experienced and beginner student.

Lastly, the curriculum is tied together each year with an overarching theme cycling between "Revolutions" one year and "Traditions" the following year.

During their two years at Devereux @ Waring, students will:

- Participate in discussion-based learning that asks them to make connections among their core areas of study.
- Recognize themes and identify key details in works of literature.
- Begin to move from concrete to more symbolic and metaphorical ways of thinking about language.
- Further develop their mathematical reasoning skills through a combination of formalized instruction and experiential learning.
- Think critically about their relationship to the environment through scientific methods of inquiry and investigation.
- Engage in more rigorous forms of French immersion across the curriculum.
- Enhance in-class curriculum through various field trips and experiential learning opportunities

Integration of Arts

Arts are a cornerstone of our program. All students participate in recitation in poetry, chorus, and appreciation of different types of music. Our school concerts present opportunities for the children to develop self-confidence and poise as they experience the joy of making music together. All students receive bi-weekly instruction in chorus and theater, and weekly instruction in maker space and French immersion art (art classes taught in French).

Bilingual French Program

All students receive immersive French instruction to enhance their cultural awareness and to enrich their learning experience in all academic subjects. Devereux @ Waring is a bilingual institution, and all students receive daily French instruction. We strongly believe that by exposing children to a second, and often third, language at a very early age can result in a successful and meaningful experience.

As part of their French studies, each student receives an introduction to the alphabet, numbers, colors, greetings, active verbs and grammar, body parts, songs and games, and different French customs. All aspects of the program are supported by visual and manipulative aids to add enjoyment to the learning process. Our French teacher is a native speaker and students quickly learn to comprehend and express themselves in the language.

Since its introduction at Devereux School and Devereux @ Waring, our French program has flourished. On average, two-thirds of our grade school students score in the top 90th percentile of Le Grand Concours, a national French contest in which over 70,000 children nationwide participate each year. Le Grand Concours primarily assesses listening comprehension and speaking skills, which are critical elements in achieving fluency. Since 2009, our students have earned seventeen gold medals and one platinum medal, awarded to one student with the highest score nationally for a given level. The high performance of our students is a strong indicator of the success of our program.

Field Trips

In addition to learning in the classroom, Devereux @ Waring encourages children to learn in different environments.

Students take frequent field trips. For day-long field trips, permission slips will be sent to parents at minimum 24 hours in advance of the trip. At the beginning of the year, a permission slip will be sent to parents to cover all mini-field trips and half-day field trips (e.g., downtown Beverly, Dane Street Park, Beverly Public Library, etc.).

Assessments and Evaluations

Our co-teachers conduct biannual parent – teacher conferences in January and April. The student's progress is discussed in these meetings.

Homework and Testing

All students are responsible for completing their nightly homework assignments. Students who do not complete their homework will have to stay in during recess to see that it is completed. If there are continuing concerns, there may be a meeting with the classroom teachers and associate head of school.

Students practice test-taking skills and strategies through weekly quizzes and monthly test. Devereux @ Waring does not administer standardized tests.

Progression

Progression from one grade to the next is based on successful completion of the academic year. There are no absolute requirements for progression, as each student is evaluated individually. If during the year there is a possibility that a student may not be ready for progression to the next grade, parents are contacted and a course of action is established.

Outside Resources

While the school faculty is always available to help students and their families address learning or emotional difficulties, there are occasions when the school may suggest that a child would benefit from additional help. This help could include an evaluation (learning, psychological, speech/language, neurological, etc.) or individual tutoring. School staff typically makes these suggestions after consultation with other staff and after discussions with the family. Suggestions for appropriate professionals to consult, as well as tutors, are available.

Daily Schedules

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Poem				
8:30	Humanities	Humanities	Humanities	Humanities	Humanities
9:00		Math			
9:30	Spelling	Spelling	Spelling	Spelling	Math
10:00	Math	Theater	Math	Chorus	
10:30					Spelling
11:00	Marker Space	Science	Immersion Art	Math	Independent Work
11:30					
12:00	Lunch/Recess				
12:30	Lunch/Recess				
1:00	French				Writing
1:30					
2:00					
2:30	Independent Work				ASM
3:00	ASM	ASM	Wellness/Gym	ASM	Free Choice
3:30	Free Choice	Ed. Free Choice		Ed. Free Choice	
4:00	Pick-up				

“Let the teacher not lose sight of the fact that the goal sought is not an immediate one, but rather to make the spiritual being which she is educating capable of finding his way by himself.”

Community

Student Responsibility and Respect

The child's sense of responsibility for the natural and human environment is developed through participation tending our environment both inside and out. This includes cleaning the classroom, and keeping the environment free of litter, to further promote responsibility.

At the beginning of each school year, students at Devereux @ Waring work together to create a Code of Conduct. They all have input and agree together to follow this code. This Code of Conduct hangs in the classroom. A copy of it will be made available to families.

Attire

Clothing and overall appearance should be appropriate to our shared environment of learning. General appearance (dress, hair, jewelry, etc.) should reflect a commitment to that sense of purpose. The choice of what to wear to school rests with the student and their family, and accordingly we rely on their good judgement. On certain occasions, more formal attire may be required.

General Guidelines to follow:

- Clothing must be clean and in good repair.
- No clothing with offensive slogans or pictures.
- No exposed undergarments or overly revealing clothing.
- Skirts and shorts should be worn at a reasonable and appropriate length.
- Hats may not be worn indoors during any organized activity or lunch.

Parental Volunteering Procedures

Our program welcomes parental volunteering of all types, forms, and sizes! Throughout the year, we welcome and appreciate any special talents or time our parents have to offer. Please let us know if you are interested in sharing a learning experience.

Parents may be asked to prepare baked goods or provide paper products for our school celebrations and concerts. Classroom volunteers are usually only requested for very specific curriculum enhancements.

Any volunteer in the classroom will be under direct visual supervision and assisted by a qualified teacher at all times. No volunteer will be left alone with a group or individual child.

Parent Authorization, Consents, Information

Devereux @ Waring shall require a parent or guardian to provide authorizations, consents, and information which shall be made part of the children's record. These records will be handled in accordance with ESE regulations, and will include:

- a) Information on where to reach the parent and an alternative nearest relative or friend, in case of emergency, as well as the child's physician or clinic, if any;
- b) Parental consents for field trips, emergency first aid, and transportation to a specific hospital in emergencies.
- c) In the case of allergies or anything requiring medication on a regular basis, an individual health plan will be developed with the family and their doctor, and brought to the attention of Kasey Sampson, Devereux @ Waring co-teacher.

Access to Student Information

In the case of a student whose parents are divorced or separated, it is the policy of the school to provide the custodial parent, the non-custodial parent, stepparents, and other guardians equal access to all the official records and reports regarding their child.

All school announcements and related information are emailed or mailed to all parents. Moreover, each is granted access to the child, to the teachers, to the Associate Head of School, and to the Administrative Director. Such access is provided without notification of other parties and regardless of the party or parties paying the bill. Exceptions to this policy are undertaken only when necessary to comply with applicable law and/or when so ordered by a court of law. However, financial records are given only to the parent(s) who have assumed financial responsibility for tuition payments.

Family Involvement

In accordance to the General Laws and regulations of the Commonwealth of Massachusetts, Devereux @ Waring follows the guidelines of the ESE regarding Family Involvement. Details of these Family Involvement guidelines are available from Elizabeth Laub at Devereux School.

We encourage and supports involvement of parents and guardians in the education and care of their children. We are committed to open communication between teachers and parents.

Parent Communication

Open and friendly communication is essential. Announcements and notifications will be sent to all parents by email. Special note will be made of any family without internet access, and hard copies will be made available.

Devereux @ Waring encourages diversity and welcomes students from a broad international community. Every effort will be made to maintain clear and concise communication with all our families whose primary language is not English.

Parents have the right to review background checks, health care and discipline policies, and grievance procedures.

Parent Input

Any suggestion you may care to make regarding the handling of your child would be most welcome and could prove very helpful to the teacher. In the event that any question should arise, feel free to telephone the school. Parents are encouraged to make suggestions about policies and programs.

Parent visits

Devereux @ Waring encourages parents to visit or stop in the classroom. To prevent the students from becoming distracted by adults coming and going at random throughout the day, we ask that parents inform us in advance of their visit. We make it a practice not to converse with visitors while class is being conducted.

Parent Conferences

We encourage parents to be actively involved in their child's education. Our teachers are always available for a conference which will be scheduled at a mutually agreeable time. Should a teacher feel a conference is necessary, the parent will be notified and a meeting time will be agreed upon.

Notification to Parents

Parents will be notified immediately of any injury which requires any medical care beyond minor first aid or of any emergency administration of non-prescription medication, at the end of the day regarding any minor first aid administered, whenever a communicable disease or condition has been identified in the program and of any allegation of abuse or neglect involving their children while in the care and custody of Devereux @ Waring. Parents will also be notified prior to or as soon as possible following any change in educators, prior to the introduction of any pets into the program, of the use of any herbicides or pesticides, prior to their use whenever possible. They will also be notified whenever special problems and significant developments arise, and when there is an implementation of any change in program policy or procedures.

As Maria Montessori once said, "Character formation cannot be taught. It comes from experience and not from explanation."

Admissions

Devereux @ Waring accepts students into its 4th – 5th grade program as interest and availability allow. Admission Committees consisting of faculty members will make the final decisions regarding the acceptance of students.

Devereux @ Waring does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, disability or sexual orientation.

Enrollment

Interested families can contact Elizabeth Laub at elizabeth@devereuxschool.org to learn more about our admissions process.

Prior to enrollment, students and parents will have the opportunity to learn more about the program and visit the classroom.

Registration Fee, Tuition, and Financial Aid

Applications for Admission to Devereux @ Waring are available on our web page and can be submitted to Elizabeth Laub, Administrative Director, at elizabeth@devereuxschool.org. Returning students will need to fill out a Reservation Form.

Once a student has been admitted to Devereux @ Waring, they will receive enrollment paperwork, including contact information, medical consent form, history and background information. This Fall Packet is sent out on August 1st of each year.

A non-refundable Registration Fee of \$150 is required at the time of application.

The Tuition Schedule and Payment Plans are shown in Appendix D.

Financial Aid is available if needed. Please contact Elizabeth Laub for more information.

Transitions

Part of the Devereux @ Waring commitment to students and parents is to support and assist, in any way, the transition of the child from one class to another or to another program. When transitioning to a new program outside of our school, we highly recommend and encourage that children visit the new class.

The child's best interests are first and foremost, and teachers and directors are available to discuss what best suits your child's needs. We are happy to work with parents throughout the process; we have a collection of resources and printed materials, and have a good working relationship with other schools in our area.

Children's records are always available and will be shared with other schools at the parent's written request.

Student Conduct Policies

Children will learn to consider and respect others and the environment around them. Clear and consistent age appropriate limits will be set, and with these limits, each child will gently learn what is appropriate behavior in different situations.

Children are encouraged to solve as many of their own problems as possible under the guidance of a classroom teacher. When a teacher must intervene, age appropriate and constructive methods of discipline are used, starting with a verbal intervention, redirecting and removing a child for the situation if necessary.

Physical or emotional danger will be grounds for a teacher to intervene immediately. Parents are notified verbally or in writing regarding disciplinary action taken by the teacher; this is to better aid the child in improving their behavior, in the interest of maintaining a safe and happy learning environment.

Parents and teachers will always work together to deal with persistent behavioral issues and unusual or dangerous aggression to self or others. If a child appears unusually stressed or anxious, or otherwise motivated to engage in negative behaviors, it is the duty of Devereux @ Waring teachers to consult with the parents.

Devereux @ Waring is aware of and will comply with, all Federal, State and local laws prohibiting corporal or abusive punishment in child care settings. Teachers are expressly prohibited from using unproductive or shaming methods of punishment.

Behavior Guidance

Teachers shall provide each child with guidance that helps the child acquire positive self-concept and self-control. Behavior guidance used will be constructive, positive and suited to the age of the child at all times.

Teachers will listen, suggest alternative behaviors, and role model appropriate language as needed.

Children who display unacceptable conduct

At Devereux @ Waring, one of our primary goals is to provide a nurturing, safe, and pleasant environment for all the children we serve, and an optimum learning experience for every child.

We recognize that one of our jobs is to help children learn appropriate ways to handle conflicts. We work on this as conflicts arise, helping children find satisfactory solutions.

If a child's behavior endangers others, we will address such behavior immediately following these guidelines:

- A first incident will be reported to the parent.
- A second incident will result in a parent-teacher conference to discuss the behavior and establish a plan of action.

- A third incident will result in the parent being called, and another conference will be set up with the teacher(s) and the director to continue the discussion to understand what might be causing the problem.
 - Referral for outside advice will be suggested.
 - Devereux @ Waring reserves the right to terminate any child's enrollment if any further incident occurs, or if the school administration concludes that any of the following conditions exists:
 1. The school cannot meet the child's needs.
 2. The parents are unable to work with the school to find an acceptable solution.
 3. The continuing behavior endangers the well-being of other children, and/or the child engaging in the behavior.

Most conflicts can be resolved promptly and to everyone's satisfaction through open communication. To that end, the school encourages open dialogue and respectful sharing of concerns. The director, associate head of school, and/or owner of Devereux @ Waring should be informed of any conflict and will assist with an appropriate resolution, if required.

Devereux @ Waring is committed to providing a high-quality education in a safe, productive environment.

Behavioral Intervention (to avoid suspension and termination)

In the event of challenging behavior interfering in the quality of the learning environment and/or safety of all students, the director, the associate head of school, and teachers will meet with the parents to discuss other options. Referrals for evaluation and services will be provided. Consultation and training for the program will be pursued, and a behavioral intervention plan will be developed for both home and school.

If suspension or termination is necessary, parents will be informed in writing of specific reasons and conditions of return, if any.

Bullying and Harassment

Devereux @ Waring expects that all members of our school community will treat each other with kindness and respect. We maintain a learning environment that is free of bullying and any other verbal or physical misconduct that disrupts the learning environment or makes it unsafe.

Any incidents of bullying will be handled in accordance to the steps explained in *Behavior Guidance*, *Children who display unacceptable conduct*, and *Behavioral Intervention* above.

Grievance Procedures

If a parent has a problem or complaint, it is the policy of Devereux @ Waring that it be direct to Kasey Sampson, co-teacher, or to the Administrative Director, Elizabeth Laub.

If the response is unsatisfactory, parents may speak to the Associate Head of School, Paul Baker, or Devereux's owner, Todd Zion.

Health and Safety

School Forms and Health Care Records

School Forms and Health Care Records must be updated each year. We ask parents to mail them to us during August, or bring the completed forms on the first day of school.

No child will be able to begin the school year until a current health form is on file and immunizations are up-to-date.

Illness and Injuries

In the event that a student becomes ill or injured the parents will be notified using the contact numbers on file. If the parents are unreachable then the person(s) listed under the emergency contacts would be called. The child will need to be picked up by a parent or designated adult. In the event of an emergency, an ambulance will be called.

Teachers are CPR and first aid certified. If a child requires first aid, it is administered by a trained staff member. There is a first aid kit located in the bathroom; there is an additional first aid kit in the Waring nurse's office. The first aid kits include: tape, band aids, gauze, gloves, cold packs, scissors, tweezers and thermometer. Supplies are checked and maintained by the designated teachers.

Medications

No prescription or non-prescription medication will be administered to a child without written parental authorization. These forms are available upon request. No prescription medication will be administered without the written order from a physician, which may include the label on the medication.

Medication prescribed shall be kept in the original containers bearing the pharmacy label which shows the serial number of the prescription, name of child, name of prescribing practitioner, the name of the medication, directions for use and cautionary statements. Over the counter medication shall be kept in the original containers which shall include the directions for use. When the medication is no longer needed, it will be returned to a parent or guardian and if it cannot be returned, it shall be destroyed.

If a child requires medication, Kasey Sampson shall administer the medication and will log the medication administration record which is kept in the back of the medical log. The medications are kept in a locked storage cabinet used exclusively for medication.

Child Abuse and CORI Checks

Devereux @ Waring shall protect children from abuse and neglect while in our care and custody. Staff members are mandated reporters and must report any abuse or neglect of a child to the Department of Children and Families. All staff shall report suspected child abuse or neglect to the supervisor, who in turn must report suspected abuse or neglect to DCF (phone 978-825-3800).

A full plan has been developed for reporting suspected incidents of child abuse and neglect as required by M.G.L. c. 119 and 51A. This plan is included in the Health Care Policy and is available from Elizabeth Laub at Devereux School.

All staff members at Devereux @ Waring have been CORI checked.

Crisis Plans

The staff at Devereux @ Waring is advised and updated on the protocols for events such as fire, emergencies, shelter-in-place, and lockdowns. Students are apprised of safety protocols as appropriate.

Fire Drills

Devereux @ Waring students participate in the fire drills conducted by the Waring School. Teachers and students will follow the protocols in the Crisis Plan and Medical Emergency Response Plans located in binders throughout the campus.

Emergency Evacuation Plan

In the event of an emergency situation, Devereux @ Waring students and teachers will follow the protocols in the Crisis Plan and Medical Emergency Response Plans located in binders throughout the campus.

Lockdown

In the event of a lockdown situation at Waring, Devereux @ Waring students and teachers will remain quietly in the classroom with the doors locked and the blinds drawn.

Appendix A

Administration and Staff for Devereux @ Waring – 2019-2020

Todd Zion	Owner, business and property manager
Paul Baker	Associate Head of School
Elizabeth Laub	Administrative Director
Kasey Sampson	4 th and 5 th Grade co-teacher; Devereux @ Waring
Jenna Poulin	4 th and 5 th Grade co-teacher; Devereux @ Waring
Virginie Picone	French Instructor

In addition to Devereux @ Waring staff, students receive instruction from Waring teachers in art, theater, maker space, and science.

Background Record Check Policy

As per the state of Massachusetts regulations for hiring staff at an EEC facility, all new applicants will permit the Administrative Director of Devereux School to run the appropriate CORI, SORI, and DCF background checks. Both CORI and SORI forms will be completed and submitted. A fingerprint appointment will be secured by said applicant and ensured by the Devereux School staff. Once the appointment has been completed, the prospective employee may begin work on a probationary basis until fingerprint results are known. The staff at Devereux School will await results and will check periodically with said staff member. If the results come back unsatisfactory, the employee will be asked to leave immediately and qualified administrative staff will take his/her place in the classroom until a new qualified hire is found.

Appendix B

Devereux @ Waring School Calendar 2019/2020

SEPTEMBER

Thursday, September 5th – Orientation at 1:00 PM
Monday, September 9th – First Day of School

OCTOBER

Monday, October 14th – Indigenous Peoples' Day (no school)
Tuesday, October 15th – Professional Day (no school)

NOVEMBER

Monday, November 11 – Open House
Tuesday, November 27th – Thanksgiving Recess begins at 4:00 PM
Monday, December 2nd – School Resumes

DECEMBER

Saturday, December 7th – Devereux Winter Concert at 1:00 PM at Village School in Marblehead
Thursday, December 19th- Waring Winter Concert 7:00 PM
Friday, December 20th – Winter Recess begins at 4:00 PM

JANUARY

Wednesday, January 6th – School Resumes
Friday, January 10th – End of First Semester
Monday, January 20th – Martin Luther King Jr. Birthday (no school)
Tuesday, January 21st– Parent/Teacher Conferences (no school)

FEBRUARY

Monday, February 17th – Presidents' Day (no school)

MARCH

Thursday, March 5th – Core Play at 7:00 PM
Friday, March 6th – Core Play (in school) at 1:30 PM
Friday, March 6th – Spring Recess begins at 4:00 PM
Monday, March 23rd – School Resumes

APRIL

Monday, April 20th – Patriots Day (no school)
Parent/Teacher Conferences TBA

MAY

Friday, May 15th- Spring Concert 7 :00 PM
Wednesday, May 20th – Last Day of Classes, End of Second Semester
Thursday, May 21st – Waring Baccalaureate (no school)
Friday, May 22nd – Waring Commencement at 3:00 PM (no school)
Monday, May 25th – Memorial Day (no school)
Tuesday, May 26th – First Day of Endterm

JUNE

Monday, June 1st – Professional Day (no school)
Saturday, June 6th – Devereux Spring Concert at 1:00 PM at Village School in Marblehead
Friday, June 12th – Last Day of School – 5th Grade Graduation at 2:00 PM

Appendix C

Devereux @ Waring Learning Objectives

At Devereux @ Waring we...

- Believe that all children can succeed
- Recognize and accommodate the individual differences of all students
- Encourage each child to develop to his or her maximum potential – physically, socially, emotionally, and intellectually
- Empower children to become more capable as they are encouraged to pursue new areas of interest
- Offer a strong academic curriculum tailored to each child's individual learning style
- Encourage high achievement and effective participation in the community
- Develop the child's awareness and appreciation of the arts
- Encourage each child to develop respect for self, others, and environment
- Work in partnership with parents to the benefit of the child's social and academic growth and enhanced self-esteem.

Some Specifics

4th-5th Grades at Devereux @ Waring in Beverly

After School Care available until 5:00 PM

Curriculum

- Language Arts, Reading, Writing, Speaking, Listening, Spelling, Literature
- Mathematics, Problem Solving, Math for daily living
- Global Studies/Social Studies
- Geography, Map Skills
- Science, Observations of the Real World
- French Language
- Art, Music, Drama, Movement, Maker Space
- Sports, Cooperative Games, Physical Fitness
- Weekly Yoga Instruction

For further information, please call 781-631-0029

Appendix D

Tuition Schedule and Payment Plans

Annual Tuition 2019 - 2020

4th – 5th Devereux @ Waring Program - 8:00 AM – 4:00 PM

\$12,600

Bilingual Fee

The cost for daily French instruction for all students is included in the yearly tuition.

Extended Hours

Afterschool care may be provided from 4:00 – 5:00 PM at a cost of \$12 per hour.

Transportation for Devereux @ Waring: to Beverly in the AM, return to Marblehead in the PM

\$2500

Maximum \$3000 per family

Financial Aid available

Payment Plans

Single payment – full tuition due on Sep. 1, 2019

Two payments – 1/2 tuition due on Sep. 1, 2019; Feb. 1, 2020

Four payments – 1/4 tuition due on Sep. 1, 2019; Dec. 1, 2020; Mar. 1, 2020; Jun. 1, 2020

Ten payments – 1/10 tuition due on the 1st of each month from Sep. 1, 2018 thru Jun. 1, 2020

Out of consideration for our staff and teachers, we must maintain a strict pickup time **no later than 5:00 PM.** To that end, we reserve the right to charge an appropriate fee for any late pickups. Please plan your time accordingly.